TAXONOMY IN PROVIDERONE

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Washington Apple Health requires billing and servicing providers to use a pre-assigned, 10-digit alphanumeric taxonomy code on all claims. Defined by the Centers for Medicare and Medicaid Services (CMS), a taxonomy code indicates a providers' type and specialty, and is associated to their NPI numbers. In addition to using the taxonomy appropriate for the services rendered, it must also be associated to the NPI in ProviderOne.

WHAT IS TAXONOMY?

Taxonomy codes identify a provider's type and area of specialization, are 10 digits in length and include both alpha (letters) and numeric (numbers) characters. The first two digits are provider type, next two digits are provider specialty, and the next five digits are the provider subspecialty. The last character is reserved for future use so it will be displayed as an X.

HOW A PROVIDER'S TAXONOMY IS ASSIGNED

The NPPES maintains an NPI registry, however, Washington Apple Health does not maintain a direct "feed" from NPPES to ProviderOne to keep taxonomy up-to-date (such as the way DOH licensure is automatically updated). Providers need to request taxonomy in ProviderOne and submit it for approval by Provider Enrollment, which evaluates taxonomy requests based on the provider's licensure and/or accreditation.

WHICH TAXONOMY TO USE WHEN BILLING PROVIDERONE

Providers should select the taxonomy that best describes the line of business they are billing for and the services rendered. Similar to selection of procedure and diagnosis codes, correct coding of taxonomy is the responsibility of the biller.

HOW TO FIND YOUR BILLING NPI TAXONOMIES IN PROVIDERONE

Below is a step-by-step process to check taxonomy codes attached to the billing provider's NPI. Log in with either an **EXT Provider File Maintenance** or EXT Provider Super User profile, and select Manage Provider Information from the Provider section of the home screen.
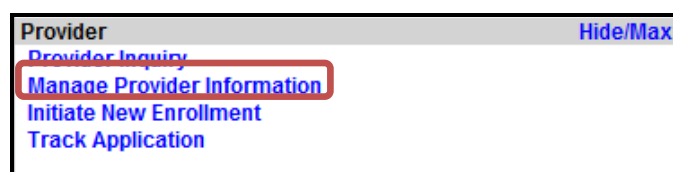
This will open the Business Process Wizard (BPW) screen, which includes all the steps necessary to enroll a provider. Click on Step 3, "Specializations", to enter the taxonomy fields for your NPI:

	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status
☐	Step 1: Basic Information	Required	12/17/2009	12/17/2009	Complete	
☐	Step 2: Locations	Required	04/02/2015	12/17/2009	Complete	Updated
☐	Step 3: Specializations	Required	04/02/2015	12/17/2009	Complete	Updated

ProviderOne opens the list of taxonomy codes which includes the start date and status. A common example of a taxonomy used by a group NPI is 193200000X, as broken down below:

	Contract Number ▲▼	Provider Type ▲▼	Specialty/Subspecialty ▲▽	Administration ▲▼	Start Date ▲▼	End Date ▲▼	Operational Status ▲▼	Status ▲▼
☐		19-Group	32-Multi-Specialty/00000-Multi-Specialty	ADSA-D	01/01/2009	12/31/2999	Active	Approved

Note the X is not indicated, but is still necessary on your claim.

ADDING A TAXONOMY TO YOUR ACCOUNT

At the Specialty/Subspecialty screen click on the Add button:

Close Add Update
Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes.

Specialty/Subspecialty List:

Filter By :

The following pop-up will appear:

1. Pick the Location or highlight "**All**"
2. The Administration is **HRSA**
3. Pick the Provider Type from the list available
4. Pick the Specialty from the list available
5. Enter the start date desired
6. Move all available taxonomy codes desired from the left box to the right box using **>>**
   ▪ Now click on the **OK** button
   ▪ Close the Specialty/Subspecialty screen

Finish the process by clicking on Step 16:

	Step 16: Submit Modification for Review	Required	12/17/2009	12/17/2009	Incomplete

After reviewing the displayed information for accuracy, click on the Submit Provider Modification button to send your request to Provider Enrollment:

Close	Submit Provider Modification

HOW TO FIND AND ADD SERVICING NPI TAXONOMIES IN PROVIDERONE

At the Business Process Wizard screen scroll down and click on Step 14, "Servicing Provider Information":

	Step 14: Servicing Provider Information	Optional	04/02/2015	12/17/2009	Complete	

This will display a list of the servicing providers under your group NPI; select the last name of the provider you wish to add a taxonomy to. This will open the Business Process Wizard where you will once again select Step 3, "Specializations":

	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status
	Step 1: Basic Information	Required	12/17/2009	12/17/2009	Complete	
	Step 2: Locations	Required	04/02/2015	12/17/2009	Complete	Updated
	Step 3: Specializations	Required	04/02/2015	12/17/2009	Complete	Updated

This will display the servicing provider's taxonomy in a similar manner as with a billing provider. If you wish to add a new taxonomy to those shown, follow the same steps as when adding billing provider taxonomies.